



Accessing DES Budget Applications A Quick Overview

How to get a Login ID for DES budget applications (BDS, CBS, RPM, SPS, TALS, VRS)

To get a Login ID for DES budget applications you must:

1. Complete the Security Access form (at <http://bass.ofm.wa.gov/BassPR/library/security.pdf>) indicating which system(s) and level of security (if applicable) you will be using,
2. Indicate if you need access to the state Intranet through the Fortress server (*if your agency is not within the state network*),
3. Have it signed by your agency security administrator, and
4. Return to DES using the email, address or fax number listed on the form.

One login ID will be provided for all DES budget applications that you have been given access to. This login will also be valid to login to the secured Fortress server. The password will be different.

How to access DES budget applications

If you have access to the Statewide Intranet, you can login at http://bass.ofm.wa.gov/BASSLogon_pr/logon.aspx or by linking from the DES Statewide Systems page at <http://www.ofm.wa.gov/systems/default.asp#intranet>

If you do not have access to the Statewide Intranet, you can login through the secured Fortress server at <http://www.ofm.wa.gov/systems/default.asp#fortress> (*If accessing through the Fortress server, you will be required to login twice, once to the Fortress and once to BASS*).

At either login screen:

1. Enter your **system login id**
2. Enter your **password**
3. Click the **Login** button

Once logged in you will see icons that correspond to the systems you have been given access to.

How to get a list of DES budget application users in your agency

Login to [Enterprise Reporting](#), select Budget Reports, then select Agency Access Reports. Select the appropriate parameters to schedule a List Budget Login ID report that you can view and print.

First Time Use – Downloading the Active X Viewer & Disabling Pop-up Blockers

1. You will get a dialog box at the top of your window asking “Are you sure you want to download the Active X Viewer? Select **Yes**.
2. You must disable the Internet Explorer pop up blocker for the DES budget applications to run properly. From IE, select Tools > Pop-up Blocker > Pop-up Blocker Settings. Under the “Address of Web Site to allow.” type in bass.ofm.wa.gov or fortress.wa.gov and click Add.